



USAID | AFGHANISTAN

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Solicitation is open to: Afghan Nationals Only

Position Title: Project Development Specialist (Database Management)

Type of vacancy: Multiple

Opening date: March 01, 2017

Closing date: March 15, 2017

Work hours: 40 hours (Full time)

Position Grade: FSN-10

Vacancy announcement USAID/306/17/23/OPPD

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide services as **Project Development Specialist (Database Management)** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The Project Development Specialist (Database Management), works as a member of the Monitoring, Evaluation, and Learning (MEL) Team, and will be instrumental in advising, managing, strengthening, and leading the development and operation of USAID/Afghanistan database and knowledge management systems and platforms. This includes overall management of all knowledge management and database systems, as well as taking leadership roles with activities to include Performance Monitoring Mission Order compliance, management of performance management tools and systems (Afghan Info, Monitoring Capture Tools), developing and providing innovative data reports and visualizations based on customer needs, and guidance/leadership in the development of the Mission's web-based monitoring database as outlined in a task order of the Monitoring Support Project (MSP).

The incumbent will be expected to advance all Mission data and information capture system efforts. Knowledge management leadership requires engaging key internal and external stakeholders such as Mission leadership, USAID/Afghanistan staff, implementing partners, the USAID Afghan Info software development team based in Washington, DC, Task Order stakeholders (Technical Evaluation Committee and implementing partner), and Agency coordination teams (including M/CIO) for system consolidation. The incumbent will supervise and oversee assessments of data processes and systems to streamline mission workflows, and identify and further advance strategies which integrate USAID/Afghanistan knowledge management processes with the Mission's Collaboration, Learning, and Adapting (CLA) approach. The incumbent's engagement will inform recommendations and actions for the overall MEL team, of which the incumbent will guide with his/her expert knowledge. S/he will also mentor and plan activities that build the capacity of other MEL team members to lead the Mission in data collection, knowledge management, and utilization. S/he will guide the design and implementation of the Mission's data management strategies for both technical projects and other enterprise data initiatives.

MAJOR DUTIES AND RESPONSIBILITIES:

The Project Development Specialist (Database Management) will be based in Kabul, Afghanistan, and will report to and be supervised by the Deputy MEL Team Lead.

1) Serve as the lead of the Office of Program and Project Development (OPPD) Data Unit.

The incumbent will be responsible for managing and providing guidance on the Mission's overall knowledge management strategy and posture (to include how Afghanistan collects and utilizes information for programmatic decision-making). The incumbent is responsible for producing and office required briefing materials for Congressional delegations, senior USAID staff, GIRA officials, and others. These materials may need to include tables, text, graphs, diagrams, and/or maps. This requires advance data visualization expertise with common office tools such as Microsoft Excel and PowerPoint, cartographic software, and other industry standard software. The incumbent is also required to create reports on system usage, including identifying where information has not been updated and ensuring accountability of data being entered into Mission data management tools. The incumbent will also provide input into the Mission's overarching data collection strategy, by providing technical insight and recommendations. The incumbent will be required to quickly understand complex technical subjects and quickly develop data management strategies to support effective oversight and management. As part of this effort, the incumbent will serve as the technical leader in ensuring Mission compliance with the Agency's open data policy. As COR for Task Order 4 (TO4) of the Monitoring Support Project (MSP) IDIQ, the Data Specialist will be responsible for obtaining results through one (1) contractor, or Chief of Party. TO4 is an award which will produce two key deliverables: 1) USAID/Afghanistan Knowledge Management Strategy and 2) web-based Monitoring Capture Tool platform, built as a module in the current performance management system Afghan Info. The Data Specialist will manage the award and ensure the Chief of Party meets all contract requirements, and provides required deliverables on schedule. The Independent Government Cost Estimate (IGCE) for TO4 is \$15 million over 5 years, with an annual estimated burn rate of \$3 million/year.

2) Oversight / management of the current (and future) data management platforms, systems, and tools;

The incumbent will participate on all data management initiatives, processes, and strategies; guide and direct the data team in providing data quality assurance for the Mission's multiple data systems and sources (Afghan Info, Monitoring Capture Tools, GPS data sets, etc), and provide oversight and guidance in the construction of USAID/Afghanistan's new, web-based, monitoring capture module. The incumbent manages a broad range of responsibilities with regard to USAID/Afghanistan's data and knowledge management posture. The incumbent is responsible for building and managing USAID's performance management database, which houses all performance data on over 120 active USAID/Afghanistan activities (and also stores historical data on closed activities. As the system administrator, the Data Specialist holds significant responsibility in managing the Mission's overall performance management data.

3) Management of all core knowledge and data management processes and procedures as they relate to monitoring, evaluation, and learning for USAID/Afghanistan programs;

The incumbent, as the primary focal person on data management for USAID/Afghanistan, will provide guidance and counsel in developing (and implementing) the Mission's CLA and Learning strategy, particularly as it relates to data and knowledge management. S/he will attend CLA working group meetings, and assist OPPD in implementing a robust learning agenda which incorporates and considers the utilization of M&E findings, and utilization of existing and potential data/knowledge management tools.

4) Advance the data and knowledge management efforts of USAID/Afghanistan, including all existing and future initiatives;

The incumbent, as a member of the MEL Team, will be responsible in managing, strengthening, and leading the development and operation of USAID/Afghanistan database and knowledge management systems. This includes overall management of the Afghan Info system, but additionally includes the management of new knowledge management initiatives / activities to include Performance Monitoring Mission Order compliance, Monitoring Capture Tool (MCT) management, and guidance/leadership in the development of the Mission's web-based monitoring database through Task Order 4 (TO4) of the Monitoring Support Project (MSP).

The incumbent engages in data processes and systems to streamline mission workflows, and identify and further advance strategies which integrate USAID/Afghanistan knowledge management processes with the Mission's Collaboration, Learning, and Adapting (CLA) approach. The incumbents' engagement will inform recommendations and actions of the overall MEL team, of which the incumbent will guide with their expert knowledge. S/he will also mentor and plan activities that build the capacity of other team members to lead the Mission in data collection and knowledge management. S/he will guide the design and implementation of the Mission's data management strategies for both technical projects and other enterprise data. Advise and provide thought leadership to MEL and OPPD management on emerging Agency, USG, and private sector trends related to data and knowledge management best practices.

QUALIFICATIONS/EVALUATION CRITERIA:

Education: A Bachelor's degree in business administration, economics, statistics, management information systems, information technology, business analytics, or management studies is required. (Education requirement must be met at the time of application for the subject position).

Experience: A minimum of five years of demonstrated experience in conducting statistical data/information analysis and synthesis large amounts of data across several technical systems, managing information and relational database systems, data mining, qualitative and quantitative data analysis and presentation with international donors, governmental/non-governmental bilateral or multilateral organizations is required. (Work experience requirement must be met at the time of application for the subject position).

Language Proficiency: Level IV (Fluent) speaking/reading of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required (English language ability will be tested).

Job Knowledge: Knowledge of project management tools and practices and advanced planning and programming skills is required. The ability to identify, analyze, and evaluate a variety of data, and organize and present information in concise written and oral form is vital.

The incumbent must have a good understanding of international aid and strong knowledge of Afghanistan's regions, to include provincial, district, and village-level understanding. The candidate should have demonstrated knowledge of monitoring and evaluation concepts, principles, practices and standards. The incumbent is required to have the ability to establish and maintain contacts with implementing partners, interagency colleagues, and Washington-based stakeholders from the data community. The incumbent must be competent in the use of Microsoft Office Suite, data bases relevant to M&E, and data visualization software. Demonstrated ability to make presentations logically and persuasively to USG officials, Government of Afghanistan officials, and USAID implementing partners is needed. The incumbent is required to write comprehensive quarterly reports for USAID leadership. During open forums where dissenting views are expressed, the incumbent must be able to influence dissenters to consider regional characteristics and best practices into programming by presenting facts and figures effectively through use of data.

Skills and Abilities: The incumbent is required to work closely with all USAID technical teams, including Washington, DC-based software development staff, field staff, implementing partners, and Afghan officials on USAID/Afghanistan data and knowledge management issues. The incumbent must be able to analyze and solve complex problems independently while still working as a member of a team. The incumbent must have a good understanding of information within the discipline or managing significant operations. He/she must be able to understand and convey technical matters across political and operational environments of the government to local officials. He/she must be able to give detailed and elaborate analyses of USAID programming in Afghanistan as well as lessons derived from this programming to USAID colleagues and leadership. The incumbent will be required to handle many overlapping tasks with changing priorities due to heavy disruption. The incumbent must demonstrate a high level of diplomatic and interpersonal skills. Incumbent must have excellent writing skills specifically in the independent analysis, interpretation, and presentation of complex data in precise, accurate, clear and complete written formats.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: Project Development Specialist (Database Management) (OPPD1723)**.

ANY/ALL application submissions after the closing date of March 15, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email text that outlines how your qualifications and experience meet the selection criteria;
2. Application for Employment as a Locally Employed Staff (DS-174)
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website); AND
3. A current resume or curriculum vitae.

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide education documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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